

City Manager

Monthly Report for March 2015

- We are working with Flint Hills and Cheniere for possible 380 or 312 Agreements and working through those details to eventually bring to Council for review.
- Met with Cheniere regarding their building permits, impact fees, and other infrastructure needs.
- There was 1 ED package for the Governor's Office this month and we have met with and prepared packets for a couple other potential developers.
- Met with Engineers, TxDOT, and Cheniere regarding SH-200. The amendment to our contract with TxDOT regarding condemnation was approved by Council and forwarded to TxDOT for approval.
- Continued work with JJ Johnston regarding Commercial/Industrial ED. Have had a few follow up meetings with potential developers, one locally and another in San Antonio.
- The combined water levels as of 04/10/15 are at 33.9% which is a slight increase from last month.
- The contractors have finally installed the light poles at the water tower. We will now be preparing the final punch list with them.
- The contractor for the city's lines to cross FM 1069 was approved by Council during March and they will begin and finish their work during April. TxDOT's contractor will be presenting to Council on April 14, 2015 what they plan to do and their timelines so the Council and Public understand the process. Safety precautions and traffic issues continue being discussed in preparation for the flow of traffic.
- The City Attorney has prepared the 380 Agreement with Seaside Landing Apartments as per Council's direction and it is being reviewed by the Attorneys.
- The Home Grant is moving forward with 2 homes. Demolition has been completed, permits pulled and the construction should begin soon.
- Naismith Engineering has revamped the design and application for the Texas Parks and Wildlife grant and re-submitted. It will be several months before we get a response from them.
- Mayor and I attended the CB to DC event and a report will be made during Staff Reports at the 4/14/15 meeting.

City Secretary/Human Resources

Monthly Report for February 2015

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 5 requests documented

Employment Applications: Received 11 applications

TABC Permits: 2

Vehicle Tags: 5 tag changes and 0 with insurance change

Workers' Comp./Liability Claims: 3

Report a Concern: 12

Other:

- * Assisted with day-to-day items in Finance including but not limited to 6 regular transfers, 3 ad valorem transfers, and bank reconciliations. Monitoring CIP projects for completion and documentation.
- * Assisted 5 employees with benefits questions/communications with the TML-IEBP inquiries, 2 employees with TMRS items, and 0 AFLAC billing/benefit issues.
- * Performed 0 new hire orientations, 0 internal transfers, 2 exit interviews, and reminded Managers of three 6-month evaluations. We completed 4 verification for employment.
- * Worked with 10 community service individuals for a total of 171 hours.
- * Held 1 meeting each with staff as well as Ensemble and GIS Planning regarding the new website(s). The Web Tech has been meeting with each department separately to go over any changes they want for their pages. Held one webinar for Realtors to enter their own data on the GIS Planning site.
- * Worked with various individuals regarding candidate questions. Prepared draft ballot and publications. Working with Election Judge to ensure items are ready for election
- * Attended State of Nueces County Luncheon, and Lincoln Dinner with Governor.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez *IV*

Date: 04/02/2015

Re: March 2015 Monthly Report

Below, you will find Utility Department monthly statistical information for March 2015.

Number of Deposits – 63

Number of Opened Accounts – 68

Number of Closed Accounts – 53

Number of Disconnect Notices Mailed – 716

Total Late Fees Billed - \$6,585.70

Number of Utility Bills Mailed – 3,136

Total Water Consumption Billed – 22,554,900 Gallons

Total Water Billing Amount – \$177,870.45

Total Sewer Billing Amount - \$122,067.99

Number of Utility Payments Received – 2,878

Total Amount of Utility Payments Received - \$362,961.98

If you have any questions, please let me know.

Librarian's Report

March 2015

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Met with Mr. Gray about staffing (Mar 3)
- Reserve a session (Mar 4)
- Met with TKO about ongoing security issues (Mar 4)
- Attended SPCALC meeting at Portland Library (Mar 5)
- Proctored exam (Mar 5)
- Out Sick (Mar 9)
- Out Sick half day (Mar 10)
- Proctored exam (Mar 11)
- Proctored 2 exams (Mar 12)
- Staff meeting (Mar 12)
- Proctored exam (Mar 13)
- Overdues process (Mar 13)
- Proctored (Mar 17)
- Mango Webinar (Mar 17)
- Worked on report for State of City Address (Mar 17)
- Staff meeting with 2 employees (Mar 18)
- Attended Friends Annual Meeting (Mar 19)
- Met with Index Editor for upcoming Library week (Mar 20)
- Assisted SPCALC with Scrabble Tournament (Mar 20)
- To Lowes to look at new refrigerators cause ours broke down (Mar 25)
- Notarized as needed

** This month stats are somewhat low due to Spring Break.

- **Children's Program: 200**

Meeting Room used by:

Woman's Club
5 & under

Tutor with Hollie
After School Program

Mr. Kippy
ESL Classes

Juniorettes
Friends Group

Meeting room total: 232

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**MARCH 2015 Monthly Report
Building Dept.**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	12	\$3,537.00	\$818,775.46
Electrical	19	\$1,838.85	\$63,186.12
Plumbing	13	\$1,665.50	\$82,725.00
Mechanical	8	\$1,310.00	\$98,516.00
Roof	4	\$380.00	\$30,750.00
Fence	3	\$185.00	\$3,050.00
Excavation	2	\$400.00	\$0.00
Sign	1	\$60.00	\$0.00
Certificate of Occupancy	6	\$350.00	\$0.00
Flatwork	3	\$290.00	\$24,500.00
Tree Removal	2	\$70.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Water Well	1	\$65.00	\$4,600.00
Demolition	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Totals	74	\$10,151.35	\$1,126,102.58

Impact Fees Collected: \$0.00

Certificate's of Occupancy:

Commercial: 7 2812 Main Street - Bang-N-Vapors
 2817 Main Street - Monkey Business
 2748 Main Street - Sam's Stop
 2830 Main Street - Touch of South Texas
 2795 Main Street - Premire Insurance
 2334 HWY 361 Unit #130 & #126 - CCC Group
 2646 Main Street - Grace Fellowship

Residential: 1 2050 Morgan Lane - Brian & Maria Morris

Inspections Performed: 902 (Average is between 95-115 a month)
 This month we closed over 700 open roofing permits from 2008-2014
 with WPI-8's and we are still currently working on this task.

JOHN DAVIS, BUILDING OFFICIAL

1. Attended the Planning & Zoning meeting of March 16th
2. Attended the City Council meetings of March 10th and March 24th
3. Meetings with citizens, Research property owner and Zoning information for citizens
4. Oversee Planning and Zoning issues and meetings
5. Meeting with Cheniere

CASSANDRA DUVALL, ADMIN. ASSISTANT

1. Prepared & Processed documentation for 3 Public Hearings for March 16th meeting
2. Mailed Notices of Public Hearing to property owners
3. Attended the Planning & Zoning meeting of March 16th
4. Attended the City Council meetings of March 24th
5. Working on finalizing open permits that should be closed.
6. Scanned all Issued Addresses into Laserfish to create a spreadsheet for easier searching purposes.

(6)

TO: Jim Gray, City Manager		
FROM: Donald Paty, Director of Public Works		
DATE: March 31, 2015		
REF: March 2015 Monthly Activity Report		
DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	All meter routes	Read water meters
	Various locations	Pull monthly water samples and take to lab
	Live Oak, Tallow Trail, Oak Park, Mesquite	Fire hydrant maintenance
	2605, 2609, 2613 Danforth Lane	Install 100 ft. of 6" pvc sewer pipe and made 1 4" sewer tap and one 1" water tap
	2520 Arkansas Street	Replace 20 ft. section of 2" steel water line
	2535 San Angelo	Repair 2" water line
	WWTP	Repair 2" water line
	Kiewit, Helix	Pressure test fire hydrants
	2610 Henrietta	Repair leak at meter
	Waco Street & Coach Emory Bellard	Repair water line leak
	2785 Avenue H	Sewer line repair
	2586 Poinsettia	Sewer line repair
	Various locations	meter rechecks and meter repairs
	City Yard	Vehicle repair & maintenance, take vehicles to be inspected
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	CC, TX	Take samples to lab
	2785 Avenue H	Sewer service request - plugged on residential side
	2460 Tallow Trail	Sewer service request - plugged on residential side
	2553 First Street	Ran camera, main full of water, couldn't see anything
	2584 Poinsettia	Ran camera in city side of line
	2535 San Angelo	Sewer service request - appears plugged on city side, need to run camera
	3196 Main Street	Sewer service request - main line plugged
	2769 Beaumont	Sewer service request, broken cleanout covered with carpet
	3020 Sunset, 2535 San Angelo	Ran push camera in line, need to dig up and do repairs
	2785 Avenue H, 2825 Avenue G, 2406 First, 2769 Beaumont	Repair broken cleanouts
	2520 Arkansas	Assist Water Dept. with line repair and fill
	2535 San Angelo	Assist Water Dept. with line repair and fill
	2714 Beaumont	Ran camera in line, line broken on residential side
	2785 Avenue H	Sewer service request, found roots in the line
	2826 Main Street	Sewer service request, ran the main line
	San Angelo, Texas, Beaumont	Clean out drainage culverts
	WWTP	Mow and weed city yard & WWTP
	City Yard	Vehicle & equipment maintenance
PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
	All City Buildings	Respond to various requests for maintenance (ac issues, commode issues, etc.)
	All City Parks and buildings	Put out poison to kill ants
	City Hall	Mow & weed
	Annex Building	Mow & weed
	Baseball Fields	Mow & weed
	Swimming Pool	Mow & weed
	Simmons Park	Mow & weed
	Live Oak Park	Mow & weed
	Live Oak Park	Trim dead tree branches
	Whitney Lake	Mow & weed
	West Main Street r-o-w	Mow & weed
	Simmons Park	Use bucket truck to assist with camera work
	Simmons Park	Maintaining, hauling, set up and take down of items such as ticket booths, benches, barricades, trash cans, etc. for Ingleside Round Up Days
	Hwy 361 r-o-w	Trim palm trees
	Kennel	Mow & weed
	Public Safety Building	Mow & weed
STREETS	Brush Routes 1A - 4A	Pick up brush
	City Yard	Load dumpsters & wood mulch
	Various locations	Patch potholes
	7th & Main Street	Pick up dumped garbage
	Mustang Drive	Patching street and parking area
	Various locations	Check all drainage areas, clean out ditches and culverts as necessary
	Oklahoma, 6th Street, Main Street	fill holes and ruts with limestone base

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INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: March 2015

Prepared by Captain Paula Belville

A. Communications

2,838 Calls for Service

B. Uniformed Patrol

1. 99 Reports prepared
2. 32 Adult Arrests
3. 18 Traffic Accidents Investigated
4. 351 Traffic Contacts
5. 01 Juvenile Arrests
6. 17.62 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 29 Offenses Reported
2. 02 Unfounded, false or baseless
3. 05 cases were cleared by arrest or exceptional means
4. 01 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 66 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$ 17,513 in stolen property
2. \$ 37,520 recovered

Cases filed with District Attorney/County Attorney's Office

1. 00 cases were filed with County Attorney's Office.
2. 02 cases were filed with District Attorney's Office.
3. 01 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 00 days in court appearances.
2. 19 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 0
2. Marijuana plants: 0
3. Pharmaceutical Pills: 0
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 25.95 grams
7. Methamphetamine: 0
8. Synthetic drugs: 18.16 grams (i.e. K2, spice, Kush)

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive. over 1700 items of drug paraphernalia, , surveillance equipment and \$632.00.

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Ingleside Animal Control
Monthly Report

Month of	<u>March 2015</u>
County	Cats: 0 Dogs:0 swine
Animals Impounded	Cats:16 Dogs:44 1
Returned to Owner	Cats: 1 Dogs:14
Adopted Out	Cats: 7 Dogs:7 swine 1
Released to Rescue	Cats:4 Dogs:12
Put To Sleep	Cats:6 Dogs:13
Warning Citations	Tracy-0
Court Summons	Jennifer -0 Tracy-6
Calls For Service	106

Preparer's Signature: Tracy Ethridge

Date: April 6, 2015

City of Ingleside Office of Emergency Management Monthly Report

MARCH 2015

Training/Meetings:

- HURREX Planning Meeting
- Mass Fatality Tabletop
- TDEM Template Design Committee Webinar
- CBTVOAD Meeting

TBD, Corpus 3/11 @ TBD
Sinton Fairgrounds 3/23
3/24 @ 10 am
Corpus (location TBD) 3/31 @ 10 am

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		8/5/2013	8/5/2018	EMC				
	A	Warning	9/26/2013	8/28/2018	Police Chief				
	B	Communications	1/12/2010	1/12/2015	Police Chief	2/10/2015	2/10/2015	3/5/2015 Confirmed receipt	
	C	Shelter & Mass Care	10/7/2013	10/7/2018	Asst. EMC				
Waiting on Approval	E	Evacuation	12/28/2009	12/28/2014	Police Chief	9/2/2014	11/24/2014	12/29/2014 Confirmed receipt 3/25/2015	
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir changed to EMC				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	8/28/2013	8/28/2018	Asst. EMC				
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief	2/10/2015	2/10/2015	3/5/2015 Confirmed receipt	
	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
Intermediate	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	10/7/2013	10/7/2018	Police Chief				
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
Includes the basic level annexes	J	Recovery	5/6/2013	5/6/2018	Finance Dir changed to EMC				
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	5/6/2013	5/6/2018	Fire Chief				
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
	T	Donations Mgmt	7/30/2013	7/30/2018	Finance Dir changed to EMC				
	U	Legal	5/6/2013	5/6/2018	City Secretary				

Upcoming:

- Mass Fatality Workshop 4/8-9 @ CBCOG
- HURREX Planning Workgroup Mtg 4/16 @ CBCOG
- CERT Webinar Finding Resources 4/22 @ 4 pm
- TDEM Template Committee Webinar 3/24 @ 10 am
- PER-229-1 Intro to Computer Aided Mgmt of Emergency Operations (CAMEO) Train-the-Trainer Course 4/27-30 @ CC EOC
- Coastal Bend Hurricane Conference 5/6-7 @ Robstown Fairgrounds
- CPLEPC Meeting 5/21 @ Sinton Fairgrounds
- HURREX Functional & Full Scale Exercises 5/28-29 @ various EOCs

Signed,
Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Abbreviations:
CBCAN – Coastal Bend Communication Alert Network
CBCERT – Coastal Bend Community Emergency Response Team
CBTVOD – Coastal Bend Texas Volunteers Active in Disasters
CBEMA – Coastal Bend Emergency Management Association
EMAT – Emergency Manager's Association of Texas
TDEM – Texas Department of Emergency Management
TBD – To be determined

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FIRE DEPARTMENT MARCH 2015 MONTHLY REPORT

NFIRS Summary by Incident TYPE	#	MA Given	MA Received	County Calls
Fires		MA = Mutual Aid		
Structures (110-118, 120-123)	1	1		1
Vehicle (130-138)				
Other (100, 140-173)	1	1		1
Rescue				
EMS (300-323)	4			
Other (331-381)	3			
Hazardous Conditions (400-482)	6			
Service Calls (500-571)				
Good Intent (600-671)	1			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)	1			

Fuel (in gallons)

Diesel 153.2
Gasoline 150.9
Total 304.1

FD Mbrs Hrs:

Mtgs/Trng 365
Incidents 377.5

Total Mbrs: 63

Water (in gallons)

Incidents 1100
Other 2300
Total 3400

IFC Mbrs Hrs:

Mtgs/Trng 43
Incidents 17.5

Total Mbrs: 7

General Information:

FD Business Mtgs 2nd Tuesday every month @ 7 pm schedule as follows:

- April 14
- May 12
- June 9
- July 14

Apparatus Checks are done every 4th Tuesday @ 7 pm.

Training held the 1st & 3rd Tuesday of every month @ 7 pm.

IFC Business Mtgs once a quarter @ 6:30 pm – schedule as follows:

- June 4
- September 3
- December 3

IFC attends FD meetings and trainings on Tuesday nights.

Mtgs/Trngs/Other Events/Activities Attended/Hosted

Oysterfest – FD in Parade & IFC has Roasted Corn Booth for fundraising	3/5-8
Round-Up Days – FD in Parade, MDA & Roasted Corn/Turkey Legs booth	3/27-28

Upcoming Events

Easter Celebration (N. O. Simmons Park)	4/4
Open House	5/1
Coastal Bend Hurricane Conference	5/6-7
HURREX	5/28-29
IFC 5K Packet Pick-up	5/29
IFC 5K Run/Walk	5/30